

EXAMPLE CERTIFICATION MEMO

[Date]

In Reply Refer To:

6100 (170) P

Memorandum:

To: Director (171), LS, Room 301  
Attn: Kristin Bail

From: State Director

Subject: National Landscape Conservation System Fiscal Year 2009 Annual Report

This memorandum is to certify that I have reviewed and approve the following reports posted to the WO-171 SharePoint site on [insert date]: a Fiscal Year (FY) 2009 managers report for the [insert name of each national monument, national conservation area, and similarly designated area]; a FY 2009 state-level wilderness and wilderness study area report; a FY 2009 state-level wild and scenic rivers report; and a FY 2009 state-level national scenic and historic trail report.

If you have any questions, please contact [person's name] at [phone number].